

**DUBLIN SAN RAMON SERVICES DISTRICT
MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

November 19, 2019

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:06 p.m. by President Misheloff.

Prior to the call to order, President Misheloff reported that a special DSRSD Financing Corporation meeting was held immediately before the Board meeting, attended by President Misheloff, Vice President Duarte, and Directors Halket, Johnson, and Vonheeder-Leopold. In accordance with DSRSD's Day of Service policy, no Director will receive any compensation or stipend for participating in more than one meeting on this date.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Madelyne A. (Maddi) Misheloff, Vice President Edward R. Duarte, Director Ann Marie Johnson, Director Richard M. Halket, and Director Georgean M. Vonheeder-Leopold.

District staff present: Dan McIntyre, General Manager; Herman Chen, Financial Services Supervisor; Steve Delight, Senior Engineer – Supervisory; Carl P.A. Nelson, General Counsel; and Vivian Chiu, Administrative Analyst I.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:07 p.m. No public comment was received.

6. REPORTS

6.A. Reports by Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o President Misheloff will deliver the “State of the District” presentation at the Dublin City Council meeting this evening at 7 p.m.
 - o PG&E’s current Public Safety Power Shutoff is not anticipated to affect the District’s service area.
- Correspondence to and from the Board on an Item not on the Agenda

| Date | Format | From | To | Subject | Response |
|-----------|--------|---|---------------------------|--|----------|
| 11/8/2019 | Email | Valley Water Director Tony Estremera | Director Edward Duarte | Invitation to Latino Directors’ Meeting on 12/5/2019 during ACWA Conference | N/A |

6.B. Joint Powers Authority and Committee Reports – None

6.C. Agenda Management (consider order of items) – No changes were made.

7. CONSENT CALENDAR

Vice President Duarte MOVED for approval of the items on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

7.A. Approve Adjourned Meeting Minutes of November 5, 2019 (Adjourned from October 15, 2019 Regular Meeting) – Approved

7.B. Approve Regular Meeting Minutes of November 5, 2019 – Approved

7.C. Accept Regular and Recurring Reports: Warrant List, Treasurer’s Report, and Quarterly Financial Reports – Approved

7.D. Award Construction Agreements to McGuire and Hester and West Valley Construction Company, Inc. for the On-Call Water System and Sewer System Repairs, Fiscal Years Ending 2020–2022 Project, and Authorize the General Manager to Exercise up to Two One-Year Option Terms to the Construction Agreements – Approved – Resolution No. 40-19 and Resolution No. 41-19

8. BOARD BUSINESS

8.A. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the District Office and Find that the Need for the District Office Flooding Emergency Still Exists

Senior Engineer Delight reviewed the item for the Board and noted construction is expected to be completed in February.

Director Johnson MOVED to Approve Continuation of Emergency Action Procurement by General Manager for Repair of the District Office and Find that the Need for the District Office Flooding Emergency Still Exists. Vice President Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

8.B. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists

General Manager McIntyre reviewed the item for the Board. He reported the emergency repair work is near completion and the emergency procurement item may not be on the next agenda.

Director Vonheeder-Leopold MOVED to Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES.

8.C. Receive Presentation on Public Affairs Strategic Communication Plan for Fiscal Years 2020 and 2021 and Provide Direction

Community Affairs Supervisor Sue Stephenson reviewed the item for the Board, highlighting the plan's mission and providing a synopsis of the following attachments: Public Affairs Goals, Tactics, Messages, and Target Audience; Public Affairs Achievements and Awards, July 1, 2017 through June 30, 2019; Public Affairs Division Standards; and DSRSD Standards.

The Board and staff discussed the following: programs and activities as long-term and short-term investments in educating the public, division's budget and costs of projects, website content and funding, performance metrics to determine effectiveness, and security measures to protect identity of influencers. The Board inquired about the District's crisis communications training for Boardmembers, and the District's role and its coordination with other agencies regarding regional issues such as transportation. General Manager McIntyre named a few regional groups composed of Tri-Valley agencies that hold meetings to discuss various regional issues, and Ms. Stephenson remarked that District participation depends on having a nexus with the regional issue.

9. BOARDMEMBER ITEMS

- Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted a written report to Administrative Analyst I Chiu. She reported she attended the Zone 7 Water Agency Board Tour of the Sites Reservoir Project on Wednesday, November 6, and the California Association of Sanitation Agencies Board of Directors teleconference meeting last week. She provided a handout of pictures taken at the tour and summarized the activities and discussions at the meetings.

- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda – None

10. ADJOURNMENT

President Misheloff adjourned the meeting at 6:47 p.m.

Submitted by,

Vivian Chiu, MMC
Administrative Analyst I

FOR: Nicole Genzale, CMC
Executive Services Supervisor/District Secretary